

WQX Web User Guide

Addendum

Summary of Changes in Version 2.5

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1. Introduction

EPA is providing this Addendum to the WQX Web User Guide to explain the changes in WQX Web version 2.5. Version 2.5 contains dramatic changes to the user interface and additional changes to enhance the user experience and provide improved functionality. The core features and functionality of WQX Web remain the same and the basic process for using WQX Web to convert data files into the proper WQX-compatible format and submit them to WQX still applies.

Please note, it will require considerable effort to update the entire WQX Web User Guide to reflect all of the changes in version 2.5. For now, this addendum to the User Guide provides an overview of changes made to the WQX Web application between version 2.1 and version 2.5. For more detailed explanation of WQX Web functionality, please refer to the [WQX Web User Guide ver. 2.1](#).

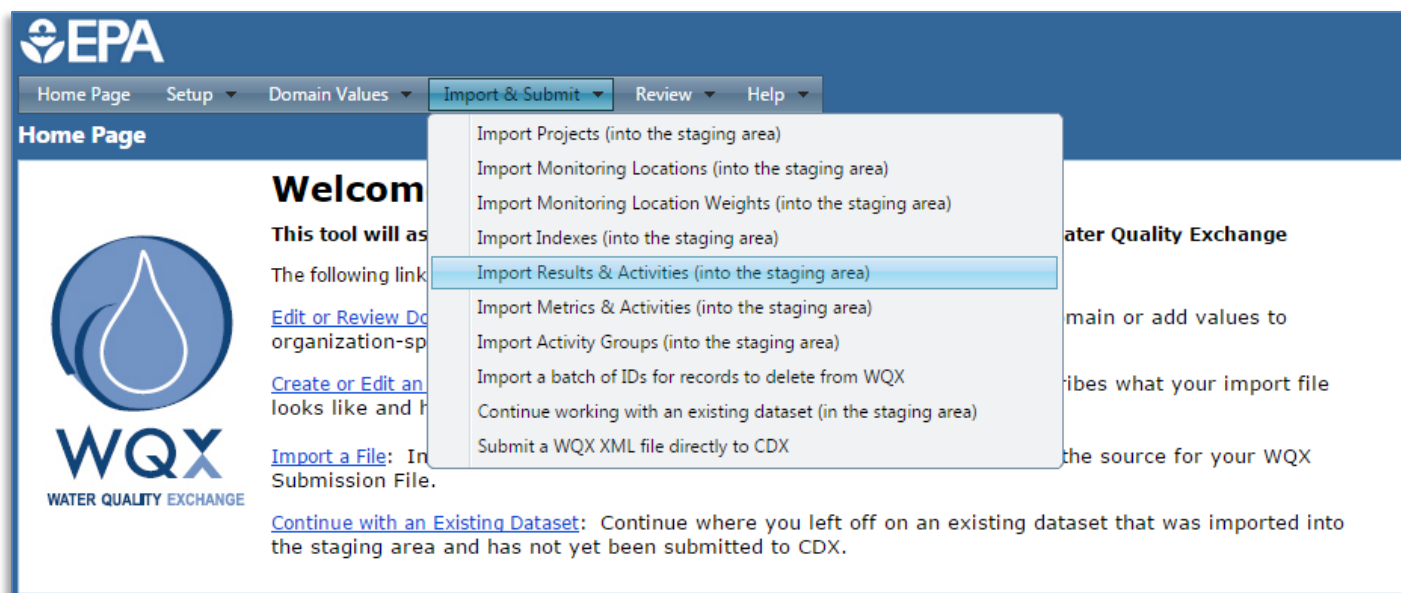
The following is a quick summary of the changes in WQX Web version 2.5:

- Modernized user interface, including a drop-down menu
- Improved list pages with separate tabs for search criteria and results
- A new metrics list page
- Support for importing Excel Spreadsheets directly (without having to save them to a CSV or TXT format)
- Import Configuration can be flagged as a "Template" (by EPA) and shared with everyone. These can include documentation and example spreadsheets – all available within WQX Web
- More consistent logging and tracking of import errors
- Import Configurations that are saved as a file are now guaranteed to be able to be loaded back into future versions of WQX Web.
- HUC Codes that have lost their leading zero, due to Excel treating them as numbers, will automatically be corrected when imported into WQX Web

2. Modernized User Interface

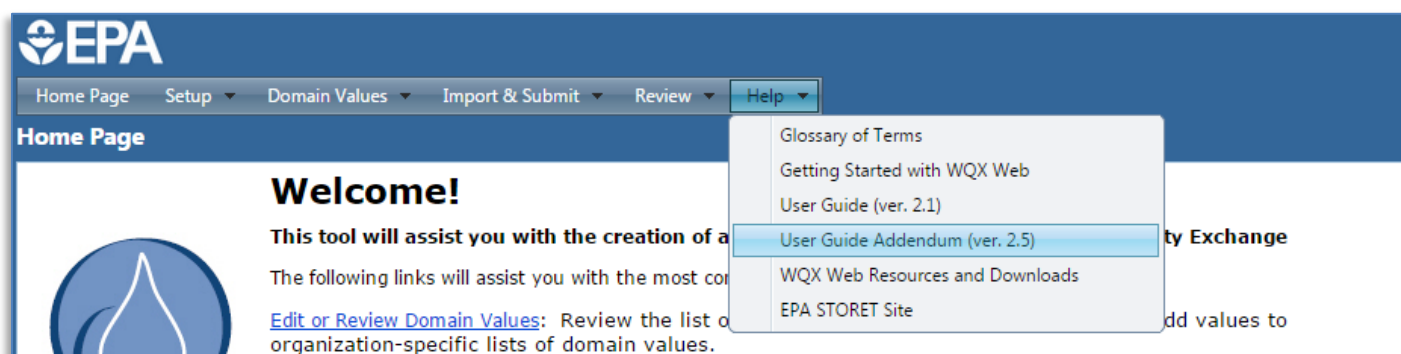
2.1 Drop-Down Menus

WQX Web 2.5 no longer has the navigation panel on the left side of every page. Instead, it uses a slim set of drop-down menus across the top of the page that only appear when you need them. Additionally, several pages that were used solely for navigation purposes have been replaced by the drop-down options available in the menu. The menu is organized from left to right in correlation to the typical workflow needed to prepare and submit a dataset to WQX.



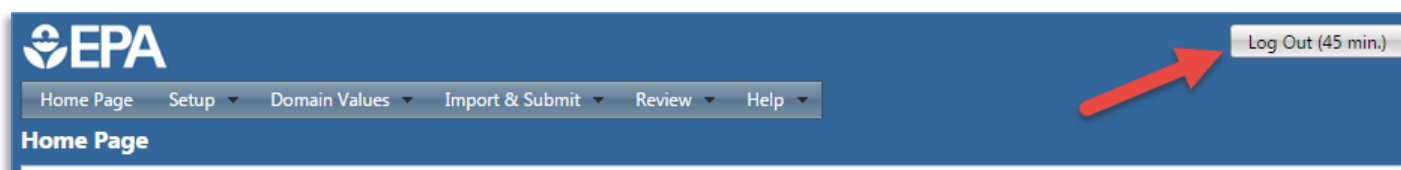
2.2 The Help Menu

Included in the new menu is a "Help" menu, which provides links to a number of documents and web pages that can provide useful assistance in gaining familiarity with WQX and WQX Web.



2.3 "Log Out" Button

The logout link is now a button displayed in the upper right hand corner of the application and is always available. It continues to provide the number of minutes remaining before your session will end (if there is no activity). It now updates each minute, rather than once every five minutes.



2.4 Improved List Pages

2.4.1 Separate Search Criteria and Data Tabs

WQX Web 2.5 implements an more efficient, tabbed search mechanism in the list pages. This mechanism reduces the amount of scrolling required when viewing data and allows for future expansion of the search criteria. You enter your search criteria in the "Search Criteria" tab and then query WQX for matching records by clicking the "Search" button at the top of the page.

Activities

Search [Clear Search Criteria](#)

Search Criteria **Activities**

Organization ID:

Monitoring Locations:

Project ID:

Date (min): max:

Activity Types:

Activity ID:

The system will display any matching data in the tab named after the type of data for which you are searching (in this example we are searching for "Activities").

Activities

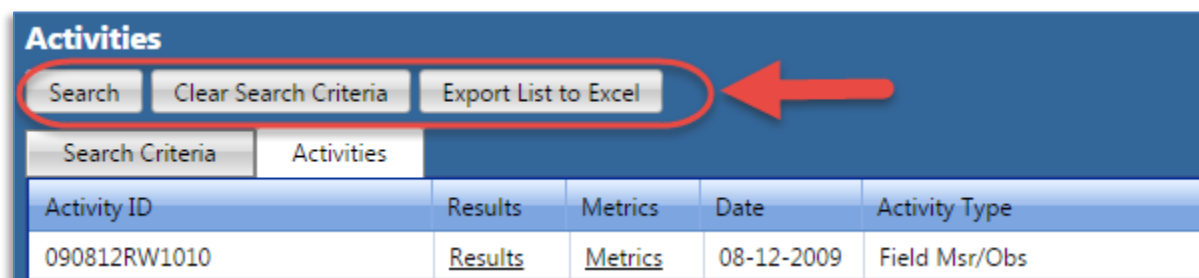
Search [Clear Search Criteria](#) [Export List to Excel](#)

Search Criteria **Activities**

Activity ID	Results	Metrics	Date	Activity Type	Monitoring Location ID	Monitoring Location Name	Last Change
090812RW1010	Results	Metrics	08-12-2009	Field Msr/Obs	RW1	Sundial Peak	12-03-2010
0911245 Fld WB-01	Results	Metrics	11-24-2009	Field Msr/Obs	WB-01	Weber Reservoir	05-24-2011
0911245 Fld WR-01	Results	Metrics	11-24-2009	Field Msr/Obs	WR-01	Walker River	05-24-2011
0911245 Fld WR-02	Results	Metrics	11-24-2009	Field Msr/Obs	WR-02	Walker River	05-24-2011
0911245 Fld WR-05	Results	Metrics	11-24-2009	Field Msr/Obs	WR-05	Walker River	05-24-2011
0911245 Fld WR-06	Results	Metrics	11-24-2009	Field Msr/Obs	WR-06	Walker River	05-24-2011
0911245 Fld WR-08	Results	Metrics	11-24-2009	Field Msr/Obs	WR-08	Walker River	05-24-2011
0911245 Fld WR-10	Results	Metrics	11-24-2009	Field Msr/Obs	WR-10	Walker River	05-24-2011
0911245 Fld WR-12	Results	Metrics	11-24-2009	Field Msr/Obs	WR-12	Walker River	05-24-2011
1001249 Fld WB-01	Results	Metrics	01-28-2010	Field Msr/Obs	WB-01	Weber Reservoir	05-24-2011
1001249 Fld WR-01	Results	Metrics	01-28-2010	Field Msr/Obs	WR-01	Walker River	05-24-2011
1001249 Fld WR-02	Results	Metrics	01-28-2010	Field Msr/Obs	WR-02	Walker River	05-24-2011
1001249 Fld WR-05	Results	Metrics	01-28-2010	Field Msr/Obs	WR-05	Walker River	05-24-2011

2.4.2 Buttons Moved to Top of Page

Buttons on all pages have been moved to the top of the page so that you can get to them quickly and easily (i.e.: you no longer have to scroll down to the bottom of the page to find the buttons).

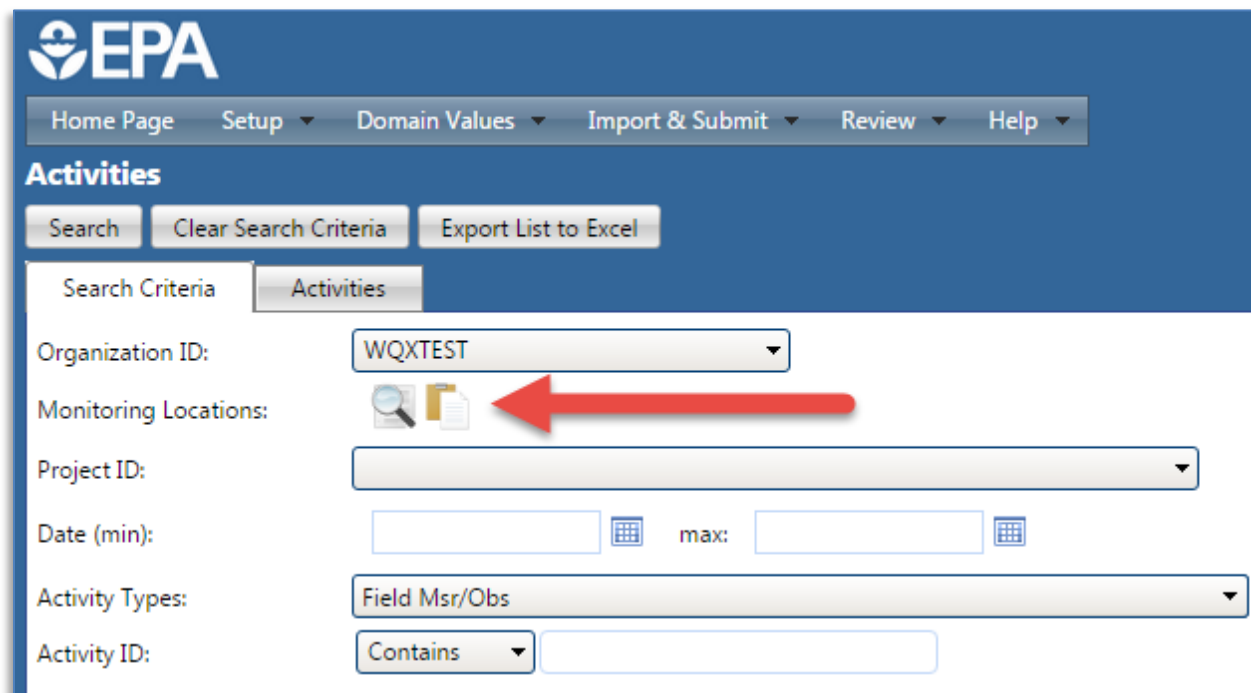


The screenshot shows the top of the 'Activities' page. A red oval highlights three buttons: 'Search', 'Clear Search Criteria', and 'Export List to Excel'. A red arrow points from the right towards these buttons. Below the buttons are two tabs: 'Search Criteria' and 'Activities'. Under the 'Activities' tab, there is a table with the following data:

Activity ID	Results	Metrics	Date	Activity Type
090812RW1010	Results	Metrics	08-12-2009	Field Msr/Obs

2.4.3 More Efficient Searches by Location

Many of the list pages (under the new "Review" menu) allow you to include a list of Monitoring Location IDs in your search criteria.



The screenshot shows the EPA WQX Web 2.5 interface. At the top is the EPA logo and a navigation bar with links: Home Page, Setup, Domain Values, Import & Submit, Review, and Help. Below this is the 'Activities' section with buttons for 'Search', 'Clear Search Criteria', and 'Export List to Excel'. There are two tabs: 'Search Criteria' and 'Activities'. Under the 'Search Criteria' tab, there are several search fields:

- Organization ID: WQXTEST
- Monitoring Locations: A button with a magnifying glass icon and a document icon. A red arrow points to this button.
- Project ID: A dropdown menu.
- Date (min): A date picker and a 'max:' field with a date picker.
- Activity Types: Field Msr/Obs
- Activity ID: A dropdown menu with 'Contains' selected and an adjacent text input field.

To select Monitoring Locations to use as search criteria, you click one of the buttons to the right of the "Monitoring Locations" field.



- **The first button (with a magnifying glass image)**, takes you to the Monitoring Locations (list) page and allows you to search for your desired locations and select them using checkboxes. You then accept the selected locations by clicking the "Accept Locations" button on the Monitoring Locations page.

Search and Select Monitoring Locations for Activities List Page

Accept Locations Cancel Search Clear Search Criteria Show Selected Locations Only

Search Criteria Select Monitoring Locations

All	None	Monitoring Location ID	Monitoring Location Name
<input checked="" type="checkbox"/>		0101002	Chesapeake Bay
<input type="checkbox"/>		0101003	Chesapeake Bay
<input checked="" type="checkbox"/>		0101004	Chesapeake Bay
<input checked="" type="checkbox"/>		0101004B	Chesapeake Bay

Once you accept the selected locations, the system returns you to the original list page and a Monitoring Locations drop-down list (on the Search Criteria tab) will be populated with the locations you selected and accepted. All items in the drop-down list will be selected.

Search Criteria Activities

Organization ID: WQXTEST

Monitoring Locations: All items checked

Project ID: ☒ 10463 ☒ 10907 ☒ 10908

Date (min):

Activity Types:

Activity ID: Contains



- **The second button (with a clipboard image)**, pops open a small form with a single field that allows you to paste in a list of Monitoring Location IDs that you wish to use as search criteria.

Monitoring Location IDs

Paste a set of Monitoring Location IDs below:

10463
10907
10908

OK Cancel

For example, you might maintain a list of Monitoring Locations in Excel or in a Word document. You can copy the list and then paste them into the pop-up form. After you click the "OK" button, the Monitoring Locations drop-down list (on the Search Criteria tab) will be populated with the locations you pasted into the pop-up form. All items in the drop-down list will be selected.

The screenshot shows the 'Search Criteria' tab with the following fields:

- Organization ID: WQXTEST
- Monitoring Locations: All items checked (dropdown menu is open, showing a list of locations with checkboxes)
- Project ID: 10463, 10907, 10908 (checkboxes are checked)
- Date (min):
- Activity Types:
- Activity ID: Contains

- Note that you can uncheck one or more of the check boxes next to a Monitoring Location ID (in the drop down list) if you wish to temporarily exclude a particular monitoring location from your search criteria

This screenshot is identical to the one above, showing the 'Search Criteria' tab with the Monitoring Locations dropdown open. A red arrow points to the dropdown menu.

2.4.4 Better Page Navigation in List Pages

The improved list pages also employ a more efficient page navigation mechanism that allows you to jump forward or backward in batches of pages, rather than one page at a time.

03/14/2000-2546-PIP-2000SPR	Results	Metric
03/14/2000-2546-PN-2000SPR	Results	Metric
03/14/2000-2546-PO4-2000SPR	Results	Metric
03/14/2000-2546-POC-2000SPR	Results	Metric
03/14/2000-2546-SI-2000SPR	Results	Metric
03/14/2000-2546-TDN-2000SPR	Results	Metric

The navigation controls include buttons for first, previous, next, and last page, as well as a series of numbered buttons (1-10) and an ellipsis button (...). A red circle highlights the navigation buttons, and a red arrow points to the ellipsis button.

Click on the “...” link to load the next batch of 10 pages into the page list.

2.4.5 More intuitive wildcard searches (where applicable)

Beginning with version 2.5, search criteria fields that allow wildcard searches have a drop-down list of options in front of the search criteria text box. You no longer need to use the percent sign (%) as a wildcard character in your search criteria. You just pick one of the options (to find partial matches). The options are:

- “=” means that you only wish to review values that exactly match what you type (or you will provide your own wildcard expression).
- “Starts with” means that you only want to review values that start with the text you type.
- “Ends with” means that you only want to review values that end with the text you type.
- “Contains” mean that want to review values that contain the text you type (i.e. any partial match).

The screenshot shows the 'Search Criteria' section of the WQX Web 2.5 interface. The 'Results' tab is active. The 'Activity ID' field is highlighted with a red circle, and its dropdown menu is open, showing the following options: '=', 'Starts With', 'Ends With', and 'Contains'. A red arrow points to the 'Contains' option. Other search criteria fields include 'Organization ID:*' (set to '1ORG12-13'), 'Activity Type(s)', 'Monitoring Locations', 'Project', 'Characteristic', 'Taxon', 'Units', 'Fraction', and 'Activity Date (min):' and 'max:' (both empty).

3. New Metrics List Page

A new Metric List Page has been added to the system in order to allow you to search for and review metrics that have been submitted to WQX. Click the "Metrics" link under the Review menu to open the Metrics list page.

The screenshot shows the 'Metrics' section of the WQX Web 2.5 interface. The 'Metrics' tab is active. The 'Organization ID' is set to 'WQXTEST'. The 'Metric Type' is set to '% EPT Individuals ~ % EPT Individuals'. Other search criteria fields include 'Monitoring Locations', 'Project', 'Date (min):' and 'max:' (both empty), 'Activity ID' (set to 'Contains'), and 'Activity Type(s)'.

As with all list pages, once you enter your search criteria and click the "Search" button, you will see the list of metrics that match your search criteria.

Metrics				
Return Search Clear Search Criteria Export to Excel				
Search Criteria		Metrics		
Activity Date	Activity Type	Monitoring Location ID	Metric Type	Score
09-15-1980	Sample-Routine	SB003	% EPT Individuals ~ % EPT Individuals	
09-16-1980	Sample-Routine	SB014	% EPT Individuals ~ % EPT Individuals	
05-14-1980	Sample-Routine	SB098	% EPT Individuals ~ % EPT Individuals	
04-25-1980	Sample-Routine	SB107	% EPT Individuals ~ % EPT Individuals	
05-16-1980	Sample-Routine	SB202	% EPT Individuals ~ % EPT Individuals	
05-16-1980	Sample-Routine	SB203	% EPT Individuals ~ % EPT Individuals	
04-18-1980	Sample-Routine	SB204	% EPT Individuals ~ % EPT Individuals	
05-20-1980	Sample-Routine	SB206	% EPT Individuals ~ % EPT Individuals	
08-05-1980	Sample-Routine	SB209	% EPT Individuals ~ % EPT Individuals	
06-16-1980	Sample-Routine	SB213	% EPT Individuals ~ % EPT Individuals	

4. Support for Excel Import Files

WQX Web 2.5 now includes Excel as one of the supported file types available when importing data. It removes the extra step of saving to a tab or comma delimited file format, allowing you to preserve the formatting in your spreadsheet (which would be otherwise be lost if the file was a CSV/TXT file). You can now import the WQX Web Excel template files directly, without having to first save the data to a tab or comma delimited file.

[Home Page](#)
[Setup](#)
[Domain Values](#)
[Import & Submit](#)
[Review](#)
[Administrator](#)
[Help](#)

Import File

[Continue](#)
[Cancel](#)

Import Configuration and Type of File

Type of Data: Activities and Results
Import Configuration: Mark M. LeBaron ~ 2011-21-ActivitiesNResults ~ 2123
Type of File: **Microsoft Excel (xlsx)**
Worksheet(s) to Import: "Sheet1" worksheet is the left-most tab of the Excel Workbook

Generated Values

Element	Value
Organization ID	GOLDMARK

New or Existing Data:

You can also select one or more worksheets (i.e. tabs) from the spreadsheet that you wish to import.

Note: to avoid having to select the file type and worksheets each time you import a file, you can set them in the Import Configuration (page)

5. Improved Support for Sharing “Template” Import Configurations

In the previous versions of WQX Web, every new WQX Web user was automatically granted rights to certain existing “template” Import Configurations. But there was no convenient way to manage them. WQX Web 2.5 allows system administrators to easily manage the list of “template” Import Configurations and provides a number of new features to support them.

- System administrators can flag an import configuration as a “template” and it will automatically be shared with all WQX Web users.

- Import Configuration Templates can include attached documents that users can download from the Import Configuration Page within WQX Web (rather than having to go to the STORET web site for them). These documents could include an example import file, documentation, etc.
- An import configuration will always include "(template)" at the end of its name (whenever it's displayed on a web page) so it's clear to users that it is a shared template.

Import Configuration

Return Save Cancel Delete Save As Save To File Change User Rights Enable Expert Mode Show Columns as Numbers

Type: Activities and Results

Owner: Ryan Jorgensen [Change Owner](#)

Name*: Training Results

Description:

File Type*: Microsoft Excel (xlsx)

Worksheet(s) to Import: 1st (note: the "1st" worksheet is the left-most tab of the Excel Workbook)

☒ This is a template (shared with all users)

Template Use: Copy Required

Attached Files: [Add](#)

File Name	
Training Results Documentation.docx	✗
Training Results Example.xlsx	✗

6. More Consistent Logging and Tracking of Import Errors

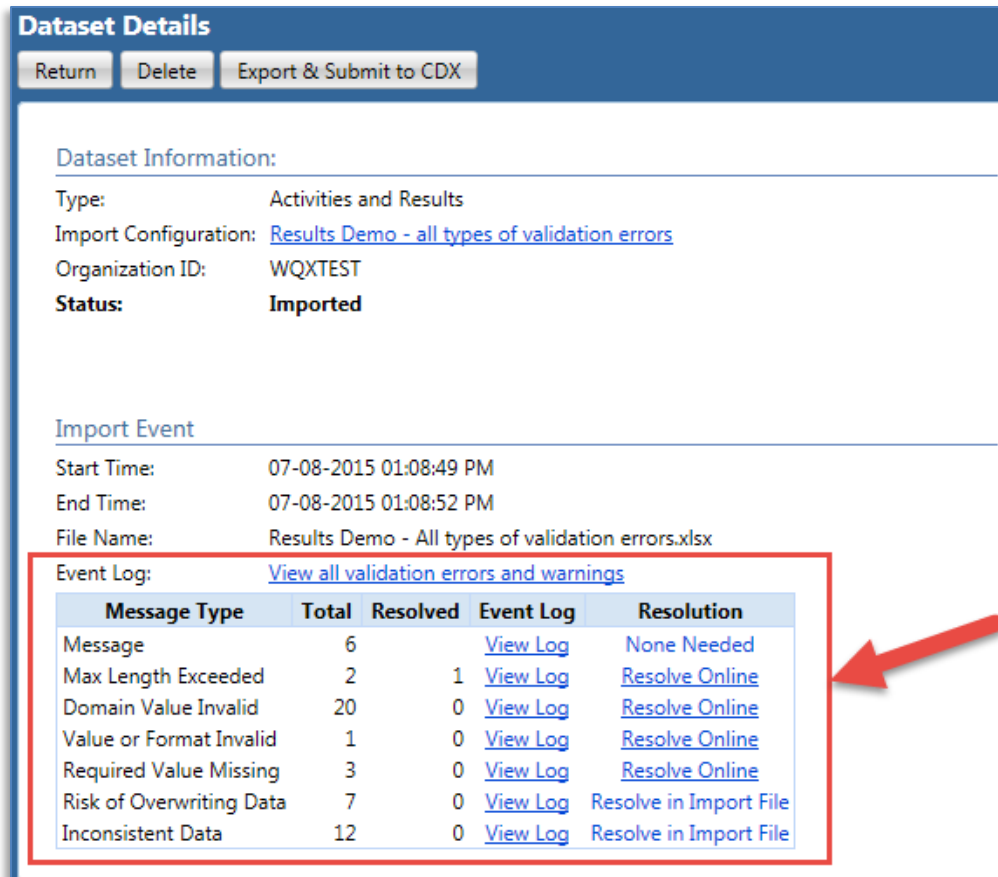
WQX 2.1 presented validation errors in two ways on the Dataset Summary page:

1. A count of the number of warnings, errors, and messages was displayed and a link was provided to the "Event Log", where you could review the details;
2. A separate list of counts was provided for certain types of errors (e.g. Max Length Exceeded, or Invalid Domain Value). Each link would navigate to a corresponding page where you could correct the error. There was also a count of "Other" errors, which represented all other errors (that couldn't be corrected). This link took you to the Event Log.

This approach was confusing and had some inconsistencies.

In WQX Web 2.5 we have reworked the "Other" validation errors, so that most fall within a category that can be corrected (if you choose to make corrections within WQX Web).

WQX Web 2.5 also provides a much more consistent and clear summary of the validation issues that were found while importing your file, as well as a consistent way to review those errors (either in the Event Log or on a Resolution Page – where they can be corrected).



Dataset Details

Return Delete Export & Submit to CDX

Dataset Information:

Type: Activities and Results

Import Configuration: [Results Demo - all types of validation errors](#)

Organization ID: WQXTEST

Status: Imported

Import Event

Start Time: 07-08-2015 01:08:49 PM

End Time: 07-08-2015 01:08:52 PM

File Name: Results Demo - All types of validation errors.xlsx

Event Log: [View all validation errors and warnings](#)

Message Type	Total	Resolved	Event Log	Resolution
Message	6		View Log	None Needed
Max Length Exceeded	2	1	View Log	Resolve Online
Domain Value Invalid	20	0	View Log	Resolve Online
Value or Format Invalid	1	0	View Log	Resolve Online
Required Value Missing	3	0	View Log	Resolve Online
Risk of Overwriting Data	7	0	View Log	Resolve in Import File
Inconsistent Data	12	0	View Log	Resolve in Import File

Note that there is a link at the top of the table (summarizing your validation issues), which is titled "View all validation errors and warnings". When you click this link you will be taken to the Event Log page as it will display all validation errors and warnings. Otherwise, you can click one of the "View Log" links to view just one type of validation error (or warning or message) in the Event Log.

Also note that the "Resolution" column provides links, titled "Resolve Online". When you click on one of these links, you will be taken to a Resolution Page, where you can correct these validation errors with the WQX Web system (if you wish to do so). Note that there are also a couple types of errors that cannot be corrected with WQX Web. These are noted by the label stating "Resolve in Import File". It is recommended that you review and resolve these errors first (in your import file) before addressing the other types of errors.

7. Saving an Import Configuration as a File

WQX Web Import Configurations can be saved to a file and restored from a file for the purposes of:

- backing up import configurations for safe keeping;
- archiving old import configurations that are no longer used;
- providing WQX Web template import configuration files that match template data spreadsheet files;
- sharing import configurations between users.

Prior to WQX Web version 2.5, however, the file format created by one version of WQX Web was not guaranteed to be compatible with newer versions of WQX Web, and sometimes restoring an import

configuration to the system failed. This unreliability limited their usefulness. Starting with WQX Web 2.5, Import Configurations can be reliably saved as a file and later imported back into the system no matter whether they were created in that version of WQX Web or an earlier version (as long as the earlier version was version 2.5 or later).

8. Automatic Padding of HUC Values With Leading Zeroes, If Needed

When HUCs beginning with a leading zero are imported into Excel, they are often treated as numbers by default and Excel removes any leading zeros. If needed, WQX Web version 2.5 automatically pads HUC 8 and HUC 12 values during import with leading zeroes to restore them to their appropriate length/format.